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Office of Security

5 Couriers

1 - SRD

2 - Internal Building, Floors, 1, 3 & 4

Note: These 4 men alternate between building and Outside Runs, each day.

Clearances

Through TOP Secret, No other clearances, No Firearms Permits. Couriers on oacasion cheauffer O/S Personnel over town.

Cover

None. Couriers can admit CIA employment if involved in accident, etc.

Couriers:	

SRD Runs

8 per day beginning at 08:45. Both delivery and pick-up. Sorts - forwards.

26 Mar. 264 pieces of Mail received plus 4 Bags for Tech. Br. in Alcott. These are meerly returned to Alcott. Check on change of address. Usually receives twice per week, and has some material for IRD. Received Manage AT and Maleica Co. S.D.

Log Procedure

Type Log of Incoming mail- does not receive the Courier Receipt Log. Outgoing mail approc. 700 per mo. Keeps copy of Courier Receipt Form.

Evidence of 2-3 days delivery between DD/P and O/S in New Bldg. Mail coming through appears to be opened on acassions. 90 pieces one day. Mail logged by RI according to a Frocedureal Guide for signature checks, coordination, to determine whether carbons are attached, etc. Branch Chief is

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Mail from Records Center does not have Courier Receipt No. No way to check. Check Records Center on this. Records Center uses 490.

All mail is Time Stamped when coming into SRD. Mail is also controlled by internal routing system, which indicates days in process. Doen't seem to be any real need for the hour of arrival to be stamped on.

•	Internal SRD runs 8 daily and normally along this route.	
	Indicies. Files. R production, Chief SRD, CAB,	STA STA
	O/S/ Internal	
	lst Floor Badge, Bldg. Security, Int Research Div.	
Oi.	3rd Floor requrements, Clearance Br.	STA
	4th SRS, Physical Security, Ex. Staff. Employees Activities Br. Chief Personnel Security, Division Security, Admin. Training Staff, Dept. Div for Personnel and Physical Support, Foreign Support Services. This mail includes that coming out of Security Records Division as well as mail coming into O/S from the Control Courier System	
	All mail opened except EYES ONLY and Personal. Possibility of Direct Delivery unopened.	
	USIB material handled by O/S Courier, and hand carried to State, Room 3802-B, Pentagon 4 stops, ACS Intell, 4A-924, DIA 3-D-318, Joint Chiefs 2-D-969, Office of AC of S for Intell 1-D-459, usually once perweek. FBI 1730 K. Riddell Bldg. 845, Navy 8th	
	USIB material for AEC given to Central Mail and Courier who does not make a special fun.	
	SRD run required 10 minutes, normally,	
	On outgoing mail - outside O/S prepares Couner Receipt and places material in envelopes.	STA
	External Courier Service, O/S	
181 4	Services: 2 trips daily, 9:30 AM and 1:30 PM. Usually drop and pick up from 1 P.O. Box	
	9:30 AM run To 1200 Alcott - Tech. Br. To 1000 L Bldg. Cable and Disptach for Foreign Support	
STAT	To Post Office Union Station	
	The state of the s	STA

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Clearances

Top Secret No Fire Arms Permits No Cover

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Material picked up and put in Locked Brief Cases lose, no Receipts are used SRD. Material is time stamped when it arrives in SRD. Courier Bags are locked and cannot be opened by Couriers.

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No Audit of Stamp Account.

VIP Run twice daily - 10:45 and 2:45

To Col White.

To DCI

upon request

Both delivery and pick-up for Security, only.

SRD-8 Runs daily - 1 man Outside-2 Runs - 2 men O/3-5 Runs - 2 men (4 men 0900 and 1200) VIP-2 Runs

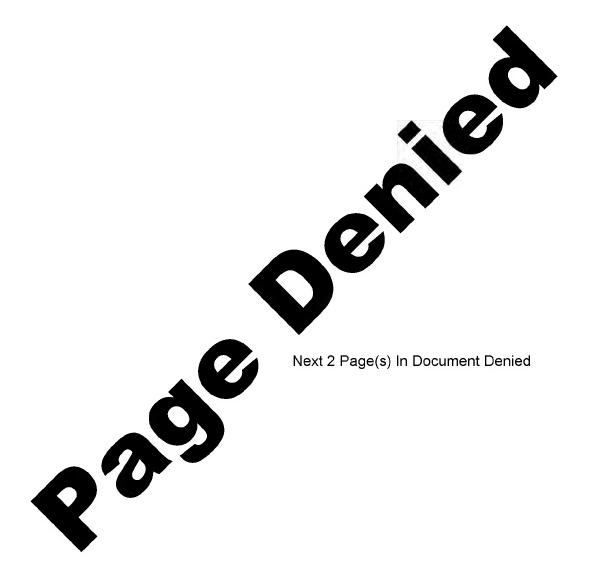
Stamp Fund

Has Fund of \$300. Usage is between \$2-4 hundred dollars monthly. Fund has not been audited by outside Audit. Daily expenditures are submitted to Central Mail twice per month (Form 34-13).

Delivery to Post Office receives bulk receipt, picks up Listing of Registry numbers assigned the next day.

Mail may in effect lay in Post Office over weekend without control, or overnight.

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